

October 1, 2015

RE: Laser System Registration

The **Laser System Act of 1997 [420 ILCS 56/1-56/65]** requires you to register your laser systems annually. Beginning October 2015 the Agency is requesting you send an email to [ema.LaserInventory@illinois.gov](mailto:ema.LaserInventory@illinois.gov) with the following as the "Subject": 9xxxxxx Laser System Inventory 2015 where 9xxxxxx is your facility registration number that can be found on the enclosed invoice and listed as "PGMREF". Additionally you are asked to attach a spread sheet (i.e. excel) that provides specific information regarding EACH laser system located at your facility. We request that you provide the laser system information in the specific order provided: Laser manufacturer, model name or number, output power, wavelength, class of laser system, physical location, use of laser (i.e. research, medical, industrial, demonstration, entertainment). An example listing can be found on the Agency website along with other laser program information.

Additionally, 32 Ill. Adm. Code Part 315.190(a) authorizes the assessment of an ANNUAL fee of \$50 in each State fiscal year (July 1 – June 30) for registered laser installations. The Agency is required to bill the laser installation for the annual fee after October 1 of each year. An invoice for the 2015 Annual Registration Fee is enclosed and all payments are due within 60 days of the invoice date. Please refer to the invoice for directions for easy processing of check payments. At this time there is NOT an option for on-line or credit card payment of the laser registration fee.

Please be aware that Part 315 includes a description of the administrative, procedural, and engineering controls necessary for safe operation of a laser system. You are encouraged to review the requirements of this part and ensure that your facility's policies and procedures conform to the requirements. A copy of Part 315 can be found by visiting the Agency website at <http://www.illinois.gov/iema/NRS/RadSafety/Pages/Laser.aspx> along with the latest information concerning Radiation Safety programs. Please note that all registrants may be subject to periodic inspection by the Agency which could include a thorough review of your laser safety program.

Finally, it is requested that you indicate on the enclosed invoice any changes in ownership or address. If indicated, please provide the FEIN/Tax Filing number for your facility. Please return the invoice with payment within 60 days of the invoice date. The Agency appreciates the time and effort you have devoted to your laser safety program.

If you have any questions specifically related to the payment of the registration fee please contact Debra Curtis at 217/524-5268. If there are questions specifically related to the inventory listing or the safe use of lasers please contact Don Agnew at 217/785-9975.

